

## **Article I: Name and Relationships**

The name of this organization is the Ohio River Valley Long Term Recovery Committee, herein referred to as the LTRC. The LTRC is a sub-group of Ohio Voluntary Organizations Active in Disasters (Ohio VOAD) and intends to be a part of the developing Tri-State Community Organizations Active in Disasters (TSCOAD).

The LTRC will serve the Southwest Ohio Region which includes: Adams, Brown, Butler, Clermont, Clinton, Hamilton Highland, and Warren Counties. In certain circumstances, the LTRC may expand to include the contiguous counties of Pike and Scioto Counties.

## **Article II: Purpose**

- To assist the people of the Ohio River Valley to recover from and restore their lives after any disaster in a timely manner.
- To meet the need for ongoing coordination among communities providing volunteer, financial, spiritual, physical, and/or psychological support for people whose lives have been affected by a disaster.
- To provide collaborative leadership for the long-term recovery and rehabilitation process in the affected communities.
- To provide advocacy for the most vulnerable populations in the affected communities.

The LTRC will:

- Meet and communicate on an ongoing basis to assure collaboration in addressing the LTRC mission.
- Assist community organizations to ensure systematic needs analysis and resource matching.
- Work together to ensure public visibility for disaster recovery efforts.
- Seek to build constructive relationships with community groups to avoid (or at least minimize) the existence or appearance of competition or conflict between groups in disaster recovery work.

## **Article III: Membership**

The LTRC Officers shall include a Chair, Vice Chair, Secretary, and Treasurer. Officers shall receive no compensation.

The Chair shall perform all duties customary to the office of Chair of a Board of Directors.

The Vice Chair shall assume all duties and responsibilities of LTRC Chair in the absence of the Chair.

The Secretary shall be responsible for the keeping of an accurate record of all meetings, shall have custody of the official papers of LTRC, see that all notices are duly given in accordance with these Bylaws, and in general perform all duties customary to the Office of Secretary.

The Treasurer shall have custody of and be responsible for all funds, shall keep full and accurate accounts of receipts, disbursements of the LTRC, shall present timely and accurate reports of such transactions, and shall perform all duties customary to the office of Treasurer.

LTRC Officers will be selected at the first LTRC following a major disaster. Officers will serve for the duration of the LTRC activities for that specific disaster. In the case that an Officer resigns or leaves office for any reason, a replacement will be appointed by the LTRC.

General Membership is open to representation from all faith communities, non-profit organizations, governmental organizations, and community advocates.

## **Article IV: Meetings**

The LTRC will meet weekly, during recovery period, to discuss and process all case requests. As the need decreases the LTRC will alter the meeting schedule. When the recovery period is over, the LTRC will fold back into the TSCOAD.

## **Article V: Budget and Finances**

### Checks

All checks, drafts or other orders for payment shall be signed by the Treasurer and the Chair of the LTRC.

### Gifts

The Treasurer may accept, on behalf of LTRC, any contribution, gift, bequest or devise for the purpose of LTRC.

Donations may be sent to:

Ohio River Valley LTRC

2238 S.R. 756

Moscow, Ohio 45153

### Fiscal Year

The fiscal year of the LTRC shall coincide with that of local government (January - December).

### Auditing of Financial Records

An audit of all finances by a qualified accountant shall be conducted at the end of the recovery period or the end of the fiscal year for the purposes of submission of a full statement of finances and operations to the Ohio VOAD Treasurer.

### Staff

The LTRC is a volunteer body.

### Case Processing

The LTRC Case Manager will interview disaster survivors' and process cases through:

1. Immediate Needs Service Providers
2. Homeowner or Rental Insurance
3. Referral to existing community services
4. Small Business Administration (if applicable)
5. Federal or State Individual Assistance (if applicable)
6. Referral to local and regional assistance programs
7. LTRC Unmet Needs

### Dissolution

At the end of the recovery period, the LTRC will merge back into the TSCOAD. A minimum balance of \$100.00 will be maintained in the Ohio River Valley LTRC bank account. All other financial assets should be allocated to recovery activities that will benefit the community that was impacted by the disaster for which the funds were raised.

## **Article VI: Amendments:**

These bylaws can be altered, amended or updated at the first meeting of the LTRC following a disaster that impacts the Ohio River Valley or as needed. The bylaws can be amended by a majority vote of the LTRC members at any regularly scheduled meeting. A notice of the intent to amend the bylaws must be provided to the membership two weeks prior to a vote to alter the bylaws.